* Go to the 7th grade website and SAVE the PerryOutline data file.
* SAVE AS: PerryOutline XX (XX are your initials) to your computer folder on Leaddog.
* Close all windows and open your PerryOutline file.
* Add a design header to your document. It should include: *Name, 7pdX PerryOutline Date*
* Make sure your cursor is at the beginning of your document.
* Complete a Spell Check using the *Spelling and Grammar button*. (change 2 misspelled words)
* Place your cursor immediately in front of the line *Introduction*
* Using the margin/mouse select the text from *Introduction* thru *Opening Japan to the World*
* Using the *Multi-level list button* give format it for outline use.
* Now, with your text still selected, DEFINE your multilevel list:
  + - Level 1: Roman Numerals
    - Level 2: Capital Letters
    - Level 3: Numbers (1,2,3)
* SAVE
* Deselect your list
* Now, demote some of your topics. Do this by *selecting non-adjacent text*
* Select the following lines: *19th century Japan, Whaling industry, Expedition size, Perry’s task, Japan’s response to treaty request,* and *Perry’s determination.* (You should have a total of 6 lines selected)
* Increase the indent to demote to Level 2 Subtopics
* Select the following lines: *Signing the Treaty of Kanagawa, Treaty provisions*
* Increase the indent to demote the two lines to Level 3 Details.
* SAVE
* Customize your Margins on the Page Layout Ribbon to: 2” for Top, Left, & Right Margins. Your Bottom Margin should be 1”.
* Center the title of the outline. Use your center button on the Home ribbon
* Select your text from *Introduction* to *Opening Japan to the world.*
* Change the line spacing to Double. \*\*Be sure that there is no spacing before or after each line.
* Select your ENTIRE document. You can do this on your Home Tab or using shortcut keys
* Change the font to Perpetua (quickly). Also, change the font size to 14.
* Select the Main Topic lines (All Level 1 lines).
* Change the letters to ALL CAPS. You can do this through your Font Dialog Box on your Home Ribbon.
* SAVE. Check to make sure you are on one page. If not, turn your Show/Hide button on and delete the extra returns.
* Preview, Print, Turn into the tray by the printer.